



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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PRINCIPAL PLANNER - COMPREHENSIVE PLANNING PLANNING & ZONING

POSTING DATE: April 15, 2015

RATE OF PAY: \$63,335

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: May 15, 2015

POSITION STATUS: Full Time

CLASSIFICATION GRADE: 21

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position has the overall responsibility for coordinating the development and preparation of the City's Municipal Development Plan, and other comprehensive/long-range planning studies. This position also participates in developing land use and development policies and regulations, and representing those policies to other city, regional, state, and federal agencies.

ESSENTIAL FUNCTIONS:

- Overall responsibility for coordinating the development citywide comprehensive land use planning and development policy in collaboration with other City departments. Plans and coordinates the collection of data regarding development trends; drafts area-specific and resource/issue-specific plans in collaboration with other City departments and in coordination with local and regional constituent groups; formulates and leads public outreach and engagement activities; and works with Planning Commission, City Attorney, City Council, and others to obtain their enactment.
- Assists in the preparation of land use and development regulations, capital plans and other implementation measures resulting from comprehensive planning efforts; and works with Planning Commission, City Attorney, City Council, and others to obtain their enactment.
- Serves as lead staff to the Burlington Planning Commission with responsibility for the administration of Commission functions.
- Reviews the development plans of other city departments, state and regional agencies, institutions, and adjoining municipalities for coordination with city development policy and assessment of potential impact on city objectives.
- Serves as a technical and policy resource regarding land use and development issues, as well as proposed State and Federal legislation, to other city officials and departments including the Mayor, City Council, City Attorney, City Assessor, Depts. of Public Works and Parks & Recreation, Burlington Electric Department, and the Community Economic and Development Office.
- Serve as a technical resource to a variety of citizen advisory boards and commissions, Neighborhood Planning Assemblies (NPA's), individual citizens, and others regarding land use and development issues.
- Solicits and administers state and federal grants for planning and related activities.
- May represent the City in litigation related to land use and development planning and policy, and prepares and submits testimony on behalf of the City before State legislative committees, State Boards, Commissions, and Federal agencies.
- Maintains positive public relations in providing information, soliciting community input, and handling public concerns at all times.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Masters Degree in Urban Planning, Geography, Architecture, Landscape Architecture, Engineering, Public Administration, or closely related field, and a minimum of three (3) years' experience in municipal or regional planning either as a regular employee or contractor is required.

- A Bachelor's Degree in Urban Planning, Geography, Architecture, Landscape Architecture, Engineering, Public Administration, or closely related field, and a minimum of seven (7) years experience in municipal or regional planning either as a regular employee or contractor may be substituted for a Master's degree.
- American Institute of Certified Planners (AICP) certification is preferred.
- Direct experience in technical research, development of long range plans and policy documents and regulations, and project management is required, as is a demonstrated ability to oversee and monitor professional consulting contracts and the work of interns and support staff.
- A strong background in public education, outreach and engagement is required, as is a demonstrated ability to communicate effectively graphically, orally, and in writing to a wide range of audiences.
- A strong background in urban design and a commitment to sustainable development practices is preferred.
- Working knowledge of a variety of software applications including social media, Sketch-Up, ArcGIS, the Adobe Creative Suite, and other Windows-based computer applications applied to planning practice, analysis, and research.
- Demonstrated professionalism, tact, and discretion in addressing controversial and emotionally charged issues, and the ability to establish and maintain positive and effective employee and public relations.
- Ability to obtain working knowledge of development (zoning and subdivision) regulations, and pertinent state and local regulations, and to read development plans and other technical planning documents.
- Knowledge of and experience with project management principles and practices, and ability to facilitate interdepartmental work efforts, problem solving, and planning activities.
- Ability to work independently, manage, and prioritize multiple initiatives, and to engage in collaborative decision-making are essential.
- Frequent attendance at evening, and sometimes weekend, meetings is required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.